



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Child Support Specialist

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs administrative work of moderate difficulty to process paperwork and interview for paternity and child support cases; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Researches through databases for pertinent data for establishing paternity.
- Conducts client interviews; sets appointment for client interviews with other service agencies.
- Initiates sanction process to stop monies for custodial parents.
- Opens and closes cases; prepares files for court hearings; files documents with the appropriate court.
- Maintains files and cases; processes and logs incoming documents.
- Files legal pleadings necessary to establish paternity; Schedules parties for DNA testing; Processes genetic testing letters.
- Requests liens against non-compliant parents who have outstanding debts for child support; Issues income wage withholding orders; Provides court with medical and other child support information.
- Produces and sends inter-state transmittals of cases.
- Attends court hearings to provide case information.
- Records judgments for lien against real and personal property.
- Determines and refers cases needing enforcement; Requests hearings to modify orders.
- Administratively reviews each case as per ARS 25-522.
- Determines if changes in cases are substantial and continuous and causing a review for revision.
- Explains court actions and orders to relevant parties.
- Composes, formats and types letters, memoranda and various legal documents from copy, rough draft and dictating machine.
- Provides disclosure information.
- Exercises discretion and judgment on routine administrative decisions; prepares confidential and sensitive documents.
- May supervise subordinate clerical support staff.

Knowledge and Skills:

- Knowledge of legal terminology and legal forms.
- Knowledge of business English, spelling, punctuation and grammatical usages.
- Knowledge of modern office practices, procedures and equipment.
- Skill in data collection through personal interviews.
- Skill in taking and transcribing dictation.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

Associate's Degree or two years college in paralegal work or law; AND one year experience in legal work or child support enforcement OR equivalent combination of education, training and experience.